

0015-144-104, C501, B601
Approaches and Bridge over Buffalo Creek (Business Route 460/15) – Farmville, Va.
Pre-proposal Meeting
September 6, 2006
9:00 a.m. – Farmville Shop

Dale Grigg, Lynchburg District Acting Administrator, opened the meeting. He asked if everyone had been to the location and viewed the existing structure. Everyone agreed that they had been to the location. He explained the pre-proposal meeting would briefly overview the Request for Proposals (RFP) for a design-build project to replace the existing bridge and approaches over Buffalo Creek. Offerors were informed that they could download the RFP from the design-build RFP website and they could contact Tracy Sell regarding instructions for ordering the Information Package CD which is available through the Scheduling and Contract Division Plan Room.

This is the first design-build project for Lynchburg. The RFP is similar to the RFP issued for another VDOT project in Giles County.

Dale stressed that Offerors should not allow this meeting to take the place of reading the RFP. He also suggested that due to the legal content that firms have their attorneys review the RFP.

Terry Meadows was introduced as the Project Manager. Tracy Sell was introduced as the point of contact for the RFP. At this point everyone in the room introduced themselves.

The protocol for the meeting was described as informal. Cards were placed on the tables for Offerors to write down questions during the presentation. There was a 10 minute break at the end of the meeting followed by a question and answer session.

Before turning the meeting over to Tracy for the PowerPoint Presentation, Dale noted that the proposals must be submitted to Don Siles' Office. Proposals will not be accepted if faxed or emailed.

Dale explained that the plans included in the RFP Information Package are considered 30% plans. The RFP details extensive information regarding VDOT's role in the project development process and requirements for prospective Offerors.

Dale highlighted the following:

- The prospective Offerors will need to keep a 12' lane of traffic open at all times.
- The Town of Farmville is handling right of way acquisition and utility relocations.

- Questions should be submitted in writing to the POC, Tracy Sell by 9-14-06, after that date they will be accepted at VDOT's discretion. – All questions will be posted on the website by September 28th.

Dale asked Tracy to provide some additional information pertaining to Part 1. Her comments were as follows:

CONTENTS OF PROPOSAL – PART 1 – INSTRUCTIONS FOR OFFERORS

- Offerors shall review the proposed RFP Documents and provide comments regarding any aspect of such documents to which it has any concern
- Comments should be submitted to VDOT's POC within the time specified in Section 2.6.1 of the RFP
- VDOT will review all comments received and, if it deems appropriate, in its sole discretion, may modify such documents through an Addendum.
- Addenda to the RFP Documents, if any, will be posted on the VDOT design-build RFP website.
- If an Offeror would like to modify any requirement of an RFP Document, it shall notify VDOT of such proposed modifications or conflicts during the proprietary meetings described in Section 3.3.
- Letter of submittal – The prospective Offerors shall identify the point of contact for the Offeror, affirm all Commonwealth of Virginia professional and business licenses required for the Project have been obtained and shall identify the license numbers, and declare that the offer represented by the Proposal will remain in full force and effect for one hundred twenty (120) days after proposal submission
- Sections 4.2-4.3, detail evaluation factors- the DBE goal for this project is 10%, as delineated in Section 4.3.6
- The price proposal shall be noted in numbers and words in Attachment 4.4.1
- Offerors shall provide a schedule of values for the Proposal Price. Some of the other requirements delineated in this section include:
 - a proposed monthly payment schedule showing the anticipated schedule on which funds will be required and the associated dollar value for the work

- Proposal Guaranty as required by Section 102.07 of Division I Amendments
- Sworn Statement Forms (C-104, C-105), as set forth in Attachments 4.4.5(a) and 4.4.5(b) respectively
- Required information for Adjustments to Steel, Asphalt and Fuel Prices set forth in Part 3 (Lump Sum Agreement), Section 6.3.
- Deviation List as set forth in Attachment 2.9.2
- Minimum DBE Requirements Form (C-111), and DBE Good Faith Effort Documentation Form (C-49)
- Technical Proposal will be evaluated by the Department based upon the proposal criteria delineated in Sections 4.2 and 4.3 of this RFP

TECHNICAL PROPOSAL

- **4.2 Qualifications and Experience – 15%**
 - **4.2.1 Corporate and Team Structure** - Offeror shall provide sufficient information to enable VDOT to understand and evaluate the Offeror's Corporate Structure and Team Structure.
 - **4.2.2 Experience of Offeror's Team** - Offeror shall provide sufficient information to enable VDOT to understand and evaluate the experience of the Offeror's team on similar projects.
 - **4.2.3 Experience of Offeror's Team Working Together** - Offeror shall provide sufficient information to enable VDOT to understand and evaluate the experience of Offeror's team in working together.
 - **4.2.4 Financial and Legal** - Offeror shall provide sufficient information to enable VDOT to understand and evaluate the capability of the Offeror to remain viable for the duration of the Project, that it can be contractually bound to and abide by its contractual obligations to VDOT and that it can meet the required financial commitments associated with the Project.
 - **4.2.5 Safety** - Offeror shall provide sufficient information to enable VDOT to understand and evaluate the capability of the Offeror to provide a safe working environment for all individuals associated or affected by the Project.

- **4.3.1 Design Factors and Considerations – 20%**

- Describe Offeror's approach to the location for temporary facilities, construction entrances, haul routes, staging and storage areas, stockpile areas, cranes, erosion/sediment control, and construction fencing,
- Describe the proposed plan for designing the Project,
- Provide a plan and profile sheet depicting how the Offeror will tie the new structure into the existing typical section
- Provide a description and structural concept for the structure proposed
- Identify what additional geotechnical investigation Offeror expects or intends to undertake to supplement or verify the geotechnical information included in the RFP Information Package.

- **4.3.2 Construction Factors and Considerations – 20%**

- Describe the approach Offeror will take to construction administration and the involvement of the design members of the Offeror's team during construction.
- Describe Offeror's approach to avoid or minimize the impacts to Buffalo Creek
- Describe Offeror's approach for a listing of those categories of work that Offeror anticipates will be performed by its own direct labor force and those that will be performed by other team members, including subcontractors.

- **4.3.3 Schedule – 25%**

- Discuss how Offeror intends to maximize the benefits of the Design-Build process.
- Describe how the Offeror will plan and control the scheduling of work to meet the contractual completion date(s), the information to be provided shall include:
 - A Work Breakdown Structure (WBS), broken down into one-month work packages, indicating and describing Offeror's work segments, Project phases, and major Project activities. Activities within the WBS shall be broken down sufficiently to show construction sequencing and significant Project interrelationships and dependencies, as well as traffic control concept.

- The proposal schedule shall include: a narrative description of the proposed schedule; (ii) logic relationships, durations, and resource loading and timing of the activities for design and construction; (iii) identification of material deliveries and associated payments for materials delivered; (iv) conformity to the resource loading of the Price Proposal; and (v) permitting and design review by VDOT.
 - Identify potential risk factors, special issues or problems that are likely to be encountered and explain the approach to mitigate those risks,
- **4.3.4 Quality Assurance / Quality Control (QA/QC) – 10%**
 - An identification of how the quality control function will be organized, including the names of quality control managers, the names of independent testing laboratory(ies)
 - A description of how the quality control organization will operate, including how it will interface with the Offeror's organization and VDOT.
 - Provide a detailed summary of Offeror's proposed Design and Construction Quality Management Plans.
 - A description of how the quality assurance program will operate, including how the Design Manager and QAM will interface with the Offeror's organization and VDOT.

The RFP requires specific certifications for the QAM.

The QA firm must be separate from the construction firm. VDOT will be completing some independent verification.

- **4.3.5 Public Involvement - 10%**

Offeror shall provide its approach for addressing public involvement and relations during the Project, including what it envisions as potential problems in this area and what approach will be taken to solve these problems.

Dale pointed out this is primarily to keep the Town of Farmville informed and coordinating with the Fire Department located near the project.

- **4.3.6 Disadvantage Business Enterprise ("DBE") Goal- (Pass/Fail)**

Provide a written statement from Offeror, signed by an authorized representative of Offeror, that Offeror is committed to achieving a 10% DBE

participation goal, Describe Offeror's approach to achieve a goal of 10% DBE participation, The Minimum DBE Requirements Form (C-111) and DBE Good Faith Effort Documentation Form (C-49), if applicable, set forth in Attachments 4.3.6.3(a) and 4.3.6.3(b) shall be submitted with the Offeror's Price Proposal. For those DBEs whom Offeror intends to use as a subcontractor, provide: (a) written documentation of its commitment to the DBE to subcontract a portion of the services to the DBE; (b) a description of the services to be performed and the percent of participation; and (c) written confirmation from the DBE that it is participating

PRICE PROPOSAL

- In accordance with Section 4.1, Offeror shall specify, on the Form set forth in Attachment 4.4.1, the Proposal Price, in both numbers and words. As noted previously, Offeror shall provide items delineated in Section 4.4
- Offeror shall provide a proposal guaranty in accordance with the provisions stipulated in the Division I Amendments to the Standard Specifications – Section 102.07
- The Offeror submitting the lowest Price Proposal will be awarded the maximum number of 70 points, next lowest proposal receives points on basis of product of (a) the ratio of the lowest price divided by the price proposal set forth by the next Offeror, rounded to the nearest one hundredth of a point and (b) the figure derived from the preceding sentence is to be converted to a 70-point scale
- VDOT will open and read the Price Proposals publicly
- The technical score derived from Section 5.1.4 will be added to the price score derived from Section 5.2.1 to obtain a total score for each Proposal.

OTHER PROCESSES

- Questions/clarifications shall be submitted in writing by September 14 in accordance with Section 2.6.1 of the RFP
- Responses will be provided by 9/28/06
- Trainee/apprenticeship goal – 4 individuals for the project
- Escrowed proposal documents to be submitted to the VDOT POC no later than 3 days after proposal due date-documents will be held in a secure location until a successful Offeror is delineated, after which point the documents of the Successful Offeror will be transferred to the Banking Institution of the Offerors choice, EPDs may be used to assist in the negotiation of price adjustments and change orders and in settlement of

disputes/claims, submitted in cost estimating format, clearly itemize the costs of performing the work of each item contained in the Offeror's schedule of values

PART 2-TECHNICAL INFORMATION AND REQUIREMENTS

- Contract includes design and construction of the bridge
- Quality Control plan for design and construction
- There will be some survey work – VDOT has done some
- Load rating for the structure and MOT plans
- Geotechnical investigation in addition to what VDOT has provided.
- Preliminary plans have been completed, however, they are not the only way this bridge can be developed
- VDOT will obtain environmental clearances and water quality permits –Offeror will be responsible for any environmental studies in support of the re-evaluation of the NEPA document. SERP has been completed for the project.
- Offeror must adhere to same standards and specs that VDOT uses.
- Design for AASHTO HS 20-44 loading and alternate military loading.
- A complete H&HA and scour analysis must be provided before construction begins
- Structure shall utilize low permeability concrete
- Load rating will be required
- Section 2.5 talks about the geotechnical information that VDOT has provided
- Files needs to be in gINT format.
- Pavement section has been provided for Bid purposes, the Offeror is responsible for confirming the adequacy of the pavement section during the Scope Validation Period
- VDOT has validated elevation of beams and opening of the structure.
- Storm water and erosion maintenance plan to be provided by Offeror
- Construction signs and temporary markings will be provided by the Offeror.

- VDOT will provide quality control and assurance on items listed in the RFP – see section 2.10.2
- 1 traffic lane- a minimum of 12' needs to be available at all times.
- All plan submissions need to be in an electronic format. (Software is available from VDOT.)
- 2.12.8 lists the deliverables – note that at end of project VDOT will need an as built set of plans
- Offeror needs to name a point of contact for VDOT and the Town of Farmville.

PART 3 – LUMP SUM AGREEMENT

- Article 5.4 -Extension of work beyond completion date will result in the design-builder paying the Department liquidated damages = \$1000/day
- Article 5.6 -There will not be an early completion bonus for completion of the Work in advance of the completion date
- Article 6 -If the Offeror intends to seek adjustments to Asphalt, Steel and Fuel, he/she shall complete and submit the required information in association with the attached special provisions with the submission of their proposal. Quantities shall be summarized in the design-builder's price proposal. Actual quantities will be monitored and documented and submitted to Department monthly, in association with requisite monthly report.
- Article 7 - Payment – Application for payment = submitted on the 10th day of each month, payment will be made within thirty days of receipt, 5% of each application for payment is retained until 50% of the work is complete
- Records-kept and maintained for a period of three years after Final Payment
- Article 8 -Termination details provisions regarding steps to be taken in the event work is terminated, inventory of items to be delivered to Department, discussion of settlement proposal, claims, compensation in the event termination transpires
- Article 11.1 - CPM schedule – basis for monitoring, w/in 90 days of date of commencement, CPM schedule should be submitted to the department, schedule should be resource loaded, broken down into work packages – monthly progress narratives to be provided to Dept.-formatting of schedule submittals detailed in 11.1.4, submittal of monthly report – 10th of each month-6 copies

PART 4 – GENERAL CONDITIONS

- Article 2 - Meeting 7 days after agreement date and within 7 days of the Date of Commencement
- Additional items detailed in Article 2 include the baseline schedule submittal, management of the work, informing dept. of changes in key personnel in advance, deviations from right of way = subject to VDOT approval, QA/QC plan to be submitted at the meeting held after Date of Commencement, design services – detailed along with plan submittals in 2.4.1, governmental approvals, design-builder to obtain those exterior to governmental approvals list (Exhibit 3.5.1), construction services, safety requirements
- Article 3 – Timely reviews – 21 days, governmental approvals – detailed in 3.5.1
- 2.2.1 – Scope Validation Period – 90 days following Date of Commencement, entails thorough examination of all Contract Documents – id any errors, omissions, inconsistencies and constructability issues, the design-builder shall notify the Department in writing, after which the Offeror and Department will meet, confer and discuss the resolution of such issues. After this duration concludes, the design-builder accepts risks, costs and responsibilities for scope issues that arise.
- Design-builder responsible for governmental approvals exterior to those denoted in the Governmental Approvals List
- Construction activities shall not commence until Governmental Approvals obtained, work must conform with the provisions set forth in the governmental approvals
- Changes in work – authorized via work order – shall be performed under the applicable conditions of the Contract Documents, minor changes in work must be provided to Department in writing

PART 5 – DIVISION I ADMENDMENTS

- Section 102.07 and 103.05 pertaining to proposal guaranty and bonds
- Proposal will not be accepted or considered unless accompanied by a guaranty in the form of a proposal bond made payable to the Treasurer of Virginia
- Section 103 - Performance and payment bond in the sum of 100% of contract price shall be furnished by Successful Offeror
- FYI - \$ detailed in 102.07 and 103.05 will be updated from \$100,000 to \$250,000 via an addendum to this RFP once questions/clarifications are received on September 14, 2006

- Section 104 - VEPs proposed by Offeror for modifications of plans, specs or requirements of the RFP documents – if accepted by the department this will be divided by Department and Design-Builder.
- Section 105 - Control of Work – details pertaining to suspension of work, submittal requirements, conformity with plans and specifications, removal of unauthorized/unacceptable work
- Section 108 – details provisions regarding performance of work (org shall perform not less than 30% of work with own organization), character of work, baseline schedule updates
- Section 110-details labor and wage rates, EEO policies, safety and health standards
- This is not a Federal oversight project but it is Federally Funded and forms 45 and 47 will be required.

GENERAL COMMENTS

- Pay close attention to the schedule requirements: Part 1, Section 4.3.3. There will be a sample provided on the website. Schedule submitted with completion date becomes the contractual completion date.
- Scope validation period is 90 days. This is for the Offeror's protection.
- Payment is based on work packages. Payment is 10% of a work package upon initiation of work package. Then remaining 90% is paid upon completion of the work package. Also noted was testing and quality assurance must be completed before the work package is considered complete.
- Offeror is responsible for work found not to be in conformance with the Contract documents for a period of 1 year after substantial completion of the work: Part 4, Section 2.10.1.

QUESTIONS

- Does the 10% DBE goal apply only to the total amount of the bid, or will there be separate 10% goals for engineering and construction?

The understanding is that it is for the total amount.

- What is the elevation of the low beams required by the VDOT H & H analysis?

The elevations are included in the H&HA which is among the items included in the RFP information package CD-ROM.

- Will resumes be counted in the page limitation of the proposal?

Resumes will not count in page totals.

- 4 Trainees - this requirement seems to be very high, normally don't see but 1 or 2 on this size project.

The requirement for Trainees for this project is 4 trainees.

- We must maintain our proposal for 120 days. From what period/time frame will price adjustment use as baseline?

The price adjustment is tied to the time of submission.

- Schedule submitted for RFP. Why is resource loaded necessary for RFP? Contractor is going to be responsible for schedule per liquidated damages, set up by VDOT and we must provide resource loaded schedule if we are successful bidder. If required for RFP this should be considered confidential/proprietary information!

There will be an example on the website that hopefully will take some of concerns away. The RFP does require a resource loaded schedule.

- Will there be proprietary meetings scheduled before the proposal due date?

Proprietary meeting will be held upon request by prospective Offerors, Please contact Tracy if your team is interested in having a proprietary meeting. Tracy will work with the project team to determine a date on which the proprietary meetings will be held and will inform the prospective Offeror regarding meeting times/locations.

- For clarification, is there any shoulder requirements for the 12' lane?

The 12' lane is the requirement. There are no specific requirements stipulated regarding the shoulder.